

APPROVED

**DONNER SUMMIT PUBLIC UTILITY DISTRICT
P.O. BOX 610 – SODA SPRINGS – CALIFORNIA – 95728
TELEPHONE (530) 426-3456 – FAX (530) 426-3460**

**Minutes of the Regular Meeting of the Board of Directors
Held: April 19, 2016**

STAFF PRESENT: Tom Skjelstad, General Manager; Jim King, Plant Manager;
Julie Bartolini, Office Manager

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 8732 Casa
Del Rio, Fair Oaks CA 95628

1. Call to Order

The Regular Meeting of April 19, 2016 of the Donner Summit Public Utility District Board of Directors was called to order at 6:10 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Present
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- Present

3. Clear the Agenda: No Changes

4. Public Participation: None

5. Consent Calendar:

All items listed under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board requests an item to be removed from the Consent Calendar for a separate action. Any items removed will be considered after the motion to approve the Consent Calendar.

- A. Cash Disbursements—General, Month of March 2016--\$123,793.49**
- B. Cash Disbursements—Payroll, Month of March 2016-- \$68,044.52**
- C. Regular Meeting Minutes of March 15, 2016**
- D. Financials for January**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Phil Gamick

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Status of DWSRF Loan for the Water Treatment Plant Upgrade Project-** report on project funding. Tom Skjelstad reported that the DWSRF staff is fast tracking the District project. The DWSRF legal counsel sent the draft loan documents to District legal counsel last week. Geoff Evers is currently reviewing the documents. DWSRF legal is giving Evers one week to review and comment. Typically, the legal process takes 2-3 months and no contact is made with the agency's attorney.

Tom Skjelstad was notified that an advance notice of funding approval will be given to him verbally so we can advertise for bids during the loan document preparation.

The timing of the advertising for bids and issuing a Notice of Award and Notice to proceed is going to be tight timewise for the project to be completed by the winter. For that reason, he is requesting that the Directors give him authority to direct Sauers Engineering to advertise for bids once he is confident that funding by DWSRF will be forthcoming. The Directors will still need to take a formal vote on the Notice of Award.

Motion: Authorize the General Manager to Direct Sauers Engineering to Advertise for Bids for the Water Treatment Plant Upgrade

By: Phil Gamick

Second: Bob Sherwood

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

2. **Letter to State Water Resources Control Board-** letter notifying the Water Board of the District working with State staff to review and amend its loan for the wastewater treatment plant upgrade and expansion project. Reported.
3. **Letter from Holdrege & Kull-** Regarding Safe Water Level in Lake Angela and Proposed Repairs to the Dam Tendons. Tom Skjelstad stated that included in the board packet is the Holdrege & Kull analysis for repairs of the dam tendons and the conclusion that Lake Angela Dam is able to safely hold maximum level of water. The State Division of Dam Safety will need to approve the analysis but staff is confident that the State will concur with Holdrege & Kull's analysis and recommendations.

Staff anticipates repairs at the dam to take place during the summer/fall of 2016.

4. **Draft Water Rate Increase Notice-** draft notice of water rate increase and public hearing per Proposition 218 requirement. As was discussed at last month's meeting, once funds for the Water Treatment Plant Improvement Project and secured or assured from the DWSRF, the District will move forward with a water service rate increase.

Included in the board packet is the notice of a Water Rate Increase. The notice is mandatory and meets the Proposition 218 requirements.

Staff recommends mailing out the notice the first week of May and holding the public hearing at the June 21 Board meeting. This will meet the 45 day notice as required by prop. 218.

- 5. Purchase of 2016 F-350 Diesel Service Truck-** discussion and possible action of the purchase of a service truck. Operations and Maintenance staff is requesting the purchase of an actual service truck. Currently the District operates with regular pick-up trucks meaning, no pipe rack, tool storage, and the ability to tow the mini-excavator and the snow cat.

Since the two trucks purchased in 2013 will be paid off in June, and the new payment is approximately the same as the two trucks, Tom Skjelstad recommends that the Board approve the purchase of a service truck.

Motion: Approve the Purchase of Ford F-350 Diesel Service Truck, with the Purchase Price not to Exceed \$70,000.00.

By: Sara Schrichte

Second: Bob Sherwood

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

- 6. Draft Ordinance 01-2016-** discussion of a draft ordinance establishing procedures for relinquishing and acquiring unused sewer capacity. This item was tabled until the May meeting.

B. Sewer and Water Department – Jim King, Chief Plant Operator

- 1. Waste Water Flow Data – for March-**Reported.
- 2. Fresh Water Flow Data – for March-**Reported.
- 3. Operations and Maintenance Summary –**activities during the month of March. Jim King reported the following:

Operations WWTP

- ◆ Staff paid their respects to fallen CHP Officer Nathan Taylor.
- ◆ Completed the draining of unused snow making water from the irrigation storage tank.
- ◆ Completed draining of flow equalization tank #2.
- ◆ Restarted feeding ammonia to Reactors 1&2.

Operations Water Plant

- ◆ Staff inspected the backwash tank for solids and excess anthracite coal. The tank was clean.
- ◆ Restarted feeding liquid ozone into the raw water entering the treatment plant to remove excess iron.

Repairs and Maintenance WWTP

- ◆ Reinstalled the repaired mixer in flow equalization tank #2.
- ◆ Replaced the hydraulic pump drive belt, starter, ignition coil and starter solenoid on the snow cat.
- ◆ Had Alpine Lock and Key repair the entrance door to the chemical feed room.
- ◆ Began repairs to water line leak behind the membrane building.
- ◆ Replaced drain valve on the emergency storage/irrigation tank.
- ◆ Rewired headworks drum screen #2 controls.

Laboratory

- ◆ Conducted extra coliform testing at Big Bend.

C. Monthly Safety Committee Meeting Minutes, Month of March

Motion: Accept the Safety Committee Meeting Minutes for March
By: Bob Sherwood
Second: Alex Medveczky
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

7. President's Report: None

8. Committee Reports: None

9. Resolutions:

- 1. RESOLUTION 2016-01 OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT AUTHORIZING THE GENERAL MANAGER TO SIGN FINANCING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING UNDER THE DRINKING WATER STATE REVOLVING FUND (DWSRF); AUTHORIZING THE GENERAL MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT; AUTHORIZING THE GENERAL MANAGER TO EXECUTE BUDGET AND EXPENDITURE SUMMARY; AUTHORIZING THE GENERAL MANAGER TO SIGN THE FINAL RELEASE FORM AND THE GENERAL MANAGER TO SIGN THE CERTIFICATION OF PROJECT COMPLETION; AND PLEDGING AND DEDICATING NET WATER REVENUES FROM TO PAYMENT OF DWSRF FINANCING.**

Motion: Adopt Resolution 2016-01 of the Donner Summit Public Utility District Authorizing the General Manager to Sign Financing Agreements, Amendments, and Certifications for Fundind Under the Drinking Water State Revolving Fund (DWSRF); Authorizing the General Manager to Approve Claims for Reimbursement; Authorizing the General Manager to Execute Budget and Expenditure Summary; Authorizing the General Manager to Sign the Final Release Form and the General Manager to Sign the Certification of Project Completion; and Pledging and Dedicating Net Water Revenues from to Payment Of DWSRF Financing.

By: Phil Gamick
Second: Sara Schrichte

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

10. Correspondence: None

11. Closed Session: None

12. Informational In accordance with Government Code Section 54954.2(a), Directors may make brief announcements or brief reports on their own activities (concerning the District). They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. None.

13. Adjournment:

Motion: Adjourn Meeting at 6:53 p.m.

By: Bob Sherwood

Second: Phil Gamick

Vote: 5 Ayes, 0Noes, 0 Absent, 0 Abstain

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - May 17, 19, 2016

Regular Meeting - June 21, 2016

Regular Meeting - July 19, 2016

The wording in these minutes are as reread from the notes by the Clerk of the Board.

Respectfully Submitted,

Deleane Mehler
Administrative Assistant

